

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## ENVIRONMENTAL HEALTH PROGRAM MANAGER I

Supplemental Questionnaire Required

Promotional Only

Job # 23-TK4-01

Salary: \$8,048 – 10,748 / Month

Closing Date: Monday, April 3, 2023

**THE JOB:** Under direction, plan, organize, coordinate, and direct one or more environmental health programs, including the inspection and enforcement of federal, State, and local environmental health and safety laws, ordinances, and regulations; maintain liaison with federal, State, regional and local agencies and other County departments to formulate and administer environmental policies and procedures; and perform other work as required. **The ideal candidate would have Retail Food Safety, Recreational Health expertise. The eligible list established from this recruitment will be used to fill the current vacancy in the Consumer Protection Program and future vacancies during the life of the eligible list. The option for remote work may be available based on the type of work and operational needs.**

**THE REQUIREMENTS:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Equivalent to three years of experience as an Environmental Health Specialist; a master's degree in environmental health or a related field from an accredited college or university may be substituted for one year of experience.

**Special Requirements:** Possession of a valid certificate of registration as an **Environmental Health Specialist issued by the California State Department of Health Services**. Possession and maintenance of a valid Class C California Driver License.

**Knowledge:** Thorough knowledge of the methods and techniques of scientific investigation, inspection, and resolution of unsanitary conditions; principles and practices of environmental health inspections, regulations, and enforcement in one or more of the following areas: land use, water supply, consumer protection, waste management, or hazardous materials, and some knowledge of the remaining areas; functions and relationships of federal, State, regional, and local regulatory agencies responsible for investigating violations of environmental health and safety laws; proven techniques and methodologies to conduct some scientific and regulatory investigations; environmental health and safety codes; principles of environmental health and sanitation; state laws, local ordinances, and regulations governing environmental health and sanitation; a particular area of specialization such as public water systems,



hazardous materials management, housing inspection, solid waste management, plan check reviews, alternative sewage systems, land use, sensitive site and environmental condition reviews; proven techniques and methodologies to conduct scientific and regulatory investigations. Working knowledge of principles and techniques of project leadership and training; methods and technologies used to sample, transport, identify, and analyze health-threatening organisms and substances, and associated personal protective equipment; microbiology of organisms of public health significance and of the principles of chemical reactions which compounds undergo in the environment, such as oxidation, photo oxidation, reduction, hydrolysis, and conjugation. Some knowledge of the principles of supervision and training; theories, principles, goals, and objectives of environmental health program planning, development, evaluation, and administration; and emergency response planning.

**Ability to:** Analyze situations accurately and take effective action; establish and maintain cooperative relationships with others; prepare clear and concise reports; learn to detect unsanitary conditions and public health hazards, secure corrective action through education or voluntary compliance or legal enforcement; learn to provide instruction in the methods and procedures of sanitary inspection and correction of unsanitary conditions; learn to understand conditions and develop alternatives for soils and percolation problems; learn environmental health and safety codes; learn the principles of environmental health and sanitation; learn to apply federal and State laws, local ordinances and regulations governing environmental health and sanitation; obtain additional training pertaining to environmental health; learn to input, access, and analyze data using a computer; learn to make public presentations; plan, coordinate, supervise and evaluate the work of subordinate staff; detect unsanitary conditions and public health hazards, secure corrective action through education or voluntary compliance or legal enforcement; provide instructions in the methods and procedures of sanitary inspection and correction of unsanitary conditions; understand conditions and develop alternatives for soils and percolation problems; input, access, and analyze data using a computer; make public presentations; obtain additional training pertaining to environmental health; analyze situations accurately and take effective action; respond to emergency calls pertaining to environmental health during work and non-work hours; resolve unsanitary conditions and public health hazards; obtain additional specialized training pertaining to environmental health; deliver accurate and respectful risk communication to the public; apply specialized knowledge and expertise to complex assignments; plan, organize, and carry out research, analyze and evaluate data, prepare comprehensive reports, make recommendations based on findings; coordinate and standardize a specific program; develop and conduct training modules; provide consultative advice to various groups and agencies; guide and advise EHS I/II/III co-workers in difficult field inspections; interpret and apply provisions of federal, State, and local environmental health legislation, rules, and regulations; plan, coordinate, and supervise the investigation, evaluation, and enforcement of environmental health regulations and procedures; respond to environmental health emergencies, assess the risk to human health and the environment, and take appropriate corrective actions; communicate effectively, both orally and in writing; and establish and maintain cooperative working relationships with a wide variety of persons contacted in the course of work.

**Special Working Conditions:** Potential exposure to variable temperatures; slippery surfaces; loud noises; sunburn; dust and pollen; bee stings; infections such as tick-borne Lyme disease or mosquito-borne encephalitis; angry or hostile persons; hazardous materials; wetness, such as while walking in the rain or through a stream on a site inspection; raw or partially treated sewage; inadequate ventilation; live electrical wires; aggressive dogs; fleas, cockroaches, and rodents.

**Other special requirements:** Be physically and mentally capable of performing the classification's essential functions as summarized in the typical tasks section of the specification.

**Note:** Specialized training may be required by the Department within a certain time period for any of the Management units.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

### **ENVIRONMENTAL HEALTH PROGRAM MANAGER I - SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Describe your experience with Consumer Protection regulatory programs on local, state, or federal level.
2. Describe your lead worker and/or supervisory experience. Include details about the number of people you led and most complex environmental health related project you have overseen.

**EMPLOYEE BENEFITS:**

**VACATION** – 16 days 1<sup>st</sup> year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

**ADMINISTRATIVE LEAVE** – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

**HOLIDAYS** – 14 paid holidays per year.

**SICK LEAVE** – Six days per year.

**BEREAVEMENT LEAVE** – 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** – County pays for employee and eligible dependent coverage.

**VISION PLAN** – The County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT AND SOCIAL SECURITY** – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** – County paid \$50,000 term policy. Employee may purchase additional life insurance.

**LONG TERM DISABILITY PLAN** – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

**DEPENDENT-CARE PLAN** – Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

**H-CARE PLAN** – Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** – Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** – A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

**County of Santa Cruz**

[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

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